

Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Air National Guard

Announcement Number:	15-018 (This is being advertised concurrently with Technician Announcement Number: HRO ANG 15-2006)
Date of announcement:	12 February 2015
Closing Date:	27 February 2015 (All applications must be received before 1600 on the closing date in the Human Resources Office, not postmarked by closing date.)
Start Date No Later Than:	N/A
Position Description & #:	Strategic Plans and Policy Officer
Duty Location:	Carson City, Nevada
Unit:	JFHQ-NV/J-5
Area of Consideration:	Statewide*; *Current on board AGR's of the Nevada Air National Guard
Grade:	Officer, O-3/Captain- Max O-4/Major
AFSC:	16R4, Preferred but not required. Must be eligible to become 16R4 qualified.
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	1SG Anderson (775) 887-7391/DSN 530-7391 troy.h.anderson.mil@mail.mil
Unit Point of Contact:	Col Burkett (775) 887-7307- /DSN 530-7307 jeffrey.w.burkett.mil@mail.mil
NOTE: *Statewide means: Only current members of the Nevada Air National Guard AGR's may apply.	

15-018

HOW TO APPLY:

INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO BINDERS OR STAPLES PLEASE!

1. Initial NGB Form 34-1, dated 20131111, must be complete with original signature (Available on NGB Forms) http://www.ngbpd.c.ngb.army.mil/forms/ngbf34_1.htm
2. Initial Physical:
 - **AF Form 422**, Physical Profile Serial Report, (Current within 12 Months)
 - **AF Form 1042**, (Only required if announcement requires applicant to be on Flight status)
 - Medical documents which indicates a Permanent Profile higher than a “1” in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
3. Initial All DD Form 214 (s), NGB Form 22 (s), and DD Form 215(s) covering any active duty period. **DD 214 copy must include bottom portion that identifies Separation Code. DD 214 Member 4 will have Separation Code.**
4. Initial Current AF Form 526 Retirement Point Credit Record (Guard/Reserve members only).
5. Initial Current RIP Sheet within the last 30 days (RIP must show your ASVAB scores and awarded AFSCs).
6. Initial Air Force Fitness Management System (AFFMS) printout showing a score of at least 75%.
7. Initial Current security clearance memo - must have NACLIC Secret or be eligible to obtain Secret.
8. Initial Resume and any supporting documentation to reflect experience, training for the advertised position to include civilian degrees, and letters of recommendation.
9. Initial Last five OPRs (if applicable). Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of OPRs.
10. Initial Photograph:
 - Official Military Photo in Dress uniform without headgear preferred (Home Photo is acceptable). Photo in Airman Battle Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).

11. Initial Copy of Air Force Certificates of Training, to include highest PME completed, documenting military education appropriate to branch/AFSC which qualified.

12. Initial Applicants email address: _____
(Applicants will be contacted by email or phone for interviews)

Applications without all required supporting documents will not be considered and will not be returned. Applications received after 1600 on the closing date will not be considered and will not be returned.

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:

Nevada Military Department

ATTN: HRO AGR Branch NGNV-HR-AG

2460 Fairview Drive, Carson City Nevada 89701-5502

All applications must be received in the HRO office before 1600 on the closing date of this announcement, not postmarked by closing date. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Major duties:

(1) Serves as the primary advisor to the Adjutant General, and the Chief of the Joint Staff on matters of short, mid, and long-term programs. Serves as the senior strategic and long-range planner and consultant responsible for developing the Joint Force Headquarters-State view of the future and implementing detailed strategic policy, plans, initiatives, and concepts related to warfighting, theater security cooperation, international relations, federal and state homeland security, civil support missions, and selected other activities for the entire organizations based on broad guidance from higher headquarters and specific guidance from the Adjutant General and Chief of the Joint Staff..

(2) Coordinates and oversees development of measurable strategic timetables, goals, objectives, and milestones implementing instructions, local plans, policies, and programs. Evaluates and recommends planning strategies to develop, implement and sustain the Joint Force Headquarters Strategic Plan. Develops performance measurement tools and data collection methods for continuous monitoring of operational data to ensure that all programs are fully integrated and effective. Ensures strategic planning evaluation and assessments adequately and effectively address and measure key customer and operational requirements for continual process improvements aligned with the Joint Force Headquarters strategic direction. Prepares briefings and correspondence and distributes command policy and guidance on the strategic planning process. Compiles, performs, publishes, and oversees a comprehensive analysis for each future program to prevent duplicate use of resources. Responsible for the administration, implementation, and execution of a quality Strategic Plans and Policy program.

(3) Reviews Department of Defense (DoD), Department of the Air Force, Department of the Army (DA), National Guard Bureau (NGB), Army National Guard (ARNG), Air National Guard (ANG), and other agency planning documents (i.e. National Military Strategy, Defense Planning Guidance, Quadrennial Defense Review, etc.) and ensures the state strategic plan remains synchronized with current topics, future initiatives and higher headquarters planning documents. Keeps abreast of technical advances in the test and evaluation field, analyzes and recommends adjustments and changes to policies, programs and projects to improve operations and efficiencies throughout the state.

(4) Conducts statewide analysis for strategic planning, re-engineering issues, and program integration. Synchronizes and integrates strategies with Combatant Commanders, National Guard Bureau (NGB), other services, supported federal and state agencies, and the federal response plan. Engages and works with strategic planners and functional management teams to ensure proper planning and analysis for future force structure activities including capabilities analysis, demographic information, and ongoing transformation planning for out-year activities. Provides direction and guidance to directors and staff in enhancement measurement tools and management improvement ideas.

(5) Conducts and oversees the completion of detailed studies in response to the state Adjutant General and Chief Joint Staff requests and prepares executive summaries, information papers, and briefings for internal and external audiences. Studies are typically characterized by command group visibility, with significant importance to higher headquarters and staff. Tasks are unique in nature requiring the development of stand-alone processes and techniques to formulate decisions or policy. Employs advanced management principals, data compilations and the development of recommendations to affect current sources, infrastructure and future requirements.

(6) Provides oversight on the coordination and administration of activities and programs which integrate military and non-military agencies and international programs as directed by NGB, Combatant Commanders (CoComs), Department of State, and other appropriate tasking authorities. Provides oversight of state partnership programs and other international partnership activities. This include planning and coordinating visits of foreign delegates to the state; coordinating documentation required to support international visitations, and planning and coordinating activities between the JFHQ-State and supported countries. Provides support to: the Combatant Commanders Theater Security Coordination Plan; support for the Ambassador's Mission Performance Plan and Country Campaign Plan; and foreign liaison guidance and assistance to the Adjutant General, JFHQ-State, and subordinate elements. Ensures standardized Interagency/Intergovernmental coordination processes with non-federalized (Title 32) National Guard across the state.

(7) Performs other duties as assigned.

AFSC QUALIFICATION REQUIREMENTS:

Top Secret Clearance and 16R4 AFSC preferred but not required. Must be eligible to become 16R4 within one year.

ADDITIONAL REQUIREMENTS:

MINIMUM ELIGIBILITY CRITERIA:

To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour. Members selected for AGR tours must meet the physical qualifications outlined in

AFI 48-123. Must not be under a current suspension of favorable personnel actions. Enlisted applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. Officer applicants cannot be reduced in grade to accept an AGR position. Officer applicants may not enter the AGR program in an overgrade status. The initial tour length is three years. Failure to become AFSC qualified within the specified period is grounds for mandatory involuntary separation from the AGR program. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government. See ANGI 36-101 for AGR accession requirements.

THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.